



parks · recreation · cultural services

### SPECIAL EVENTS

## PARKS SPECIAL EVENT APPLICATION

## 2016

Thank you for considering a Park, Trail or Open Space in the City of Colorado Springs for your upcoming event. Completion of this application is the first step in the planning process to secure the necessary permits for your event. **NOTE: This application is ONLY for events contained within a park, trail or open space.**

If your event includes a beer garden, over 10,000 participants/attendance, has high-risk activities, or proposed road closures, you will be required to complete a [Citywide Special Events Permit Application](#).

Please complete all applicable sections of the Park's Special Event Application. Information that's specific to your event may be added to the end of the application. An application checklist has been provided below to assist you with the types of information REQUIRED to complete the application. Delays in providing these documents impact the review and approval of the application in a timely manner.

### APPLICATION CHECKLIST:

- ☐ Application signed and dated
- ☐ Copy of IRS 501(C) tax exemption letter (*If applying for a fee waiver or reduction, [see criteria](#).*)
- ☐ Course Map
- ☐ Site Plan

The following list of documents may be provided throughout the application process or a minimum of **30 DAYS** in advance of the event:

- ☐ Noise Permit
- ☐ Waste Management Plan
- ☐ Certificate of Insurance
- ☐ Site Visit (*Scheduled 7-10 days prior to event*)

Certain parks and dates fill quickly. You may submit the Parks Special Event Application as early as the first Monday in January of the current year and no later than thirty (30) days in advance of your event date.

### CITY OF COLORADO SPRINGS

Parks, Recreation & Cultural Services  
Office of Special Events  
1401 Recreation Way  
Colorado Springs, CO 80905-1024  
Phone: (719) 385-5940  
Fax: (719) 385-6599  
[events@springsgov.com](mailto:events@springsgov.com)

## CONTACT INFORMATION

*\*Applicant must be a Chief Officer or authorized representative of the Host Organization*

Organization Name:

Organization Website:

Organization Type: ☐ For Profit ☐ Non-Profit (attach IRS 501(C) documentation)

Host Organization Representative\*:

Street Address:

City:

State:

Zip:

Phone:

Email:

Contact on Event Day:

Phone:

Cell:

## EVENT INFORMATION

Name of Event:

Event Website:

Site Requested:

Estimated DAILY Attendance:

Is this a first time event? ☐ No ☐ Yes

If no, how many years have you been holding this event?

If no, at what location(s):

Describe your event (the description provided may be used to advertise your event via the City's Facebook Page, Event Calendars, etc. For this purpose please be sure to include activities that will take place at your event, which you wish to advertise. Please keep your description to 150 characters or less):

### DATES/TIMES:

	Day of Week	Date	Start Time	End Time
Set-Up				
Event Start				
Event End				
Tear-Down				

## CITY PARKS, TRAILS and OPEN SPACES

**Prohibited Activities in Parks, Trails and Open Spaces:** Included, but not limited to aircraft, alcohol, fireworks, golf (except on designated golf courses), petting zoo, projectile items such as airplanes and rockets, drones, and weapons such as knives, firearms, bows and arrows, martial art weapons.

**Will you be putting up temporary structures on park, trail or open space property?**

☐ No ☐ Yes

**If yes,** indicate temporary structures on Site Plan.

*Reminder: Stakes are not allowed to secure temporary structures on City property.*

**NOTE:** If you have any single tent/membrane structure/canopy that is greater than 2400 sq. ft. in size, you will be required to complete and submit the [Temporary Membrane Structures, Tents and Canopy Permit Application](#) to the Division of the Fire Marshal no later than 30 DAYS PRIOR to your event.

**Will you need access to Park electricity?** (Available at some locations for \$50/event)

☐ No ☐ Yes

**Will you be providing your own generator for power?**

☐ No ☐ Yes; **If yes,** indicate specifically where the generator will be placed on your Site Plan.

**Will you need access to Park water?** (Available at some locations for \$100/event)

☐ No ☐ Yes

**Will there be any music or amplified sounds at your event?**

☐ No ☐ Yes; **If yes,** complete the [Noise Hardship Permit Application](#).

**Do you wish to allow pets or animals at your event?** (Note: Service animals are to be allowed to accompany individuals with disabilities but are not included as a yes.) ☐ No ☐ Yes

**Do you intend to cook food in the event area?**

☐ No ☐ Yes; **If yes,** contact El Paso County Public Health at <http://www.elpasocountyhealth.org/services/special-event-vendors> or (719) 578-3199 for additional regulations and information regarding food and vendor permits.

*Note: Organizers are responsible for knowing and complying with current fire restrictions.*

**Will inflatables or portable structures (stages, bleachers, ...) be used at your event?**

☐ No ☐ Yes; **If yes,** list type and show locations on your Site Plan.

**Does your event include the use of any signs, banners, pennants, flags, or decorations?** See [Parks, Recreation and Cultural Services Rules and Regulations](#) for restrictions

☐ No ☐ Yes; **If yes,** include descriptions and locations on your Site Plan.

**Do you plan to provide portable restroom facilities at your event?** *The City of Colorado Springs recommends two (2) chemical or portable toilets for every 250 people. Ten percent (10%) of these facilities must be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time.*

☐ No ☐ Yes; **If yes,** list the amount, location, and company contact on your Site Plan.

Please describe your plan for cleanup and removal of trash, animal waste and recyclables during and after your event: *If City services are needed because clean-up is inadequate or damages occur, the event will be billed.*

For multiple day events, organizers may also hire a private security company to protect their property after event hours. Will you be hiring a private security company for your event?

☐ No ☐ Yes; *If yes, provide the security company's contact information on your Site Plan.*

Will you be marketing, promoting or advertising your event?

☐ No ☐ Yes; *If yes, describe how will it be promoted:*

☐ I understand the [Parks, Recreation and Cultural Services Rules and Regulations](#)

## INSURANCE REQUIREMENTS

*Events are required to have Commercial General Liability Insurance that in which the "City of Colorado Springs, its elected and appointed officials, employees and volunteers, are included as Additional Insured with respect to the policies required by this permit." The policy must be for a minimum of \$1,000,000 with an aggregate amount of \$1,000,000. Additional insurance may be required dependent upon the event size and any high risk activities. Coverage must be maintained for the duration of the event including setup and dismantle dates. Event insurance will be primary; any City insurance will be non-contributory.*

Is your certificate of insurance included with this application?

☐ No ☐ Yes

*If no, a copy will be required a minimum of **30 DAYS** in advance of the event.*

## SITE PLAN, NARRATIVE and TIMELINE

The site plan should be produced in a clear and legible manner and submitted in an 8.5" x 11" or 8.5" x 14" standard format detailing routes and fixed venues.

To supplement the site plan, provide a detailed narrative and/or timeline of the event including a description of activities, schedule of entertainment, or other pertinent information that will better assist the City in reviewing the components of your event.

**Please note that applications will not be accepted without the submission of a Site Plan and/or Course Map. A Site Plan and Course Map are critical supporting documents which help to ensure that the proper locations are booked for your event.**

Additional items to consider when assembling your event may include:

- Parking and Shuttle Plan
- Vending and Appropriate Licenses
- Medical Plan (see [Emergency Medical Services Resource Matrix](#))
- Mitigation of Impact to surrounding Neighborhood and/or Businesses

## AFFIDAVIT OF APPLICANT

I, \_\_\_\_\_, am authorized to represent and bind the Host Organization. The Host Organization represents and certifies as follows:

1. That the information contained in this Special Event Application is true and correct to the best of my knowledge and belief.
2. That the Host Organization, has read, understands and agrees to comply with the ordinances governing the proposed special event as set forth in the City Code of the City of Colorado Springs, 2001, as amended.
3. To comply with all other laws, rules, regulations and requirements of the City, county, state, and federal governments, and any other applicable entity which may pertain to or govern the use of the event venue and the overall conduct of the special event.
4. The Host Organization acknowledges that the acceptance of any plans required as a part of the Special Event Application does not constitute an approval or an acknowledgment by the City of the adequacy of the information contained in the plans.
5. To pay all applicable taxes, including possessory interest taxes and understands that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this special event or any other related permit.
6. In accord with the City Code, to pay any costs and fees for City services that are incurred by or on behalf of the special event within 30 days of billing by the City.
7. CANCELLATION POLICY: No refunds will be issued for cancelled events made less than 72-hours prior to event. Other requests for refunds will be considered on an individual basis. Refunds will not be issued due to weather conditions existing on your event date. However, one 'rain date' change will be offered if weather conditions prevent your event from taking place. Changes will be limited to availability.
8. As required by the federal Americans with Disabilities Act of 1990, as amended, all events, workshops, conferences, hearings, or any other activities held on City property (City facilities, including buildings and parks, and public rights-of-way) must be accessible to people with disabilities.

☐

**I acknowledge that Special Events are required to meet all ADA requirements and are the responsibility of the Event Organizer.**

**Print Name of Applicant/Host Organization:**

**Title:**

**Signature:** \_\_\_\_\_

**Date:**